

VACANCY NOTICE

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Administrative Officer		CLASSIFICATION CODE: 02591200	
	SALARY RANGE: Gr. 324A \$40834-46917		REFERENCE POSITION NO.: 1141-11300-31	
	Department or Agency Name Health		APPLICATION PERIOD: 3/1/2010 to 3/7/2010	
	Division/Section/Unit EHSR		GRACE PERIOD ENDS 03/10/2010 4:00 PM	
	Assignment(s) / Comments			
	Shift and Days: Non-standard		Job Location: Providence, RI	
	Restrictions/Limitations:			
	Position Covered By Collective Bargaining Union Agreement		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: PSA/NEA RI DOH			
	There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position		See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.				
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Name of department where you are currently employed Title of your present position and date you entered it Your business telephone number Date you entered State service Present Union Affiliations <div style="border: 1px solid black; padding: 5px; text-align: center;"> E-VERIFY PROGRAM EMPLOYER </div> *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 			
	STATEMENT OF DUTIES: This individual will report to senior management at the Board of Medical Licensure and Discipline (BMLD). This individual will assist with the facilitation of the work of the BMLD. This individual prepares and maintains confidential investigative files for physicians who have had complaints filed against them; initiates confidential correspondence with the licensees and/or their attorneys; facilitates the flow of work involved in the complaint process from initial opening of the complaint, through the Board Committee review process, through final resolution of the complaint. Will also assist with the preparation of Board Open Session and Executive Session agendas and minutes. This individual will supervise and coordinate the work of subordinates assigned to the BMLD. And to do related work as required.			
	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a college of recognized standing; and Experience: Such as may have been gained through: employment as a staff assistant to an agency head or as a technician in a staff service of a large organization involved in making administrative studies and analyses. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.			
	Where to Apply Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Sandra DaRocha OHHS Human Resources Service Center Benjamin Rush Bldg., #55 600 New London Avenue Cranston, RI 02920 Telephone #: 401-462-1844 Fax #: 401-462-1882 TTY/TDD #: 401-462-3363 (Telecommunication Device for the Deaf)			
				

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER